United States Department Of The Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P. O. Box 25047
Denver, Colorado 80225-0047

In Reply Refer To:
1400-410 (HR-220)**P**

May 24, 1999

EMS TRANSMISSION

Information Bulletin No. HR-99-081

To: All BC, HR, NI, and RS Group Administrators
          NPIT Lead

From: Director, National Human Resources Management Center

Subject: Computer Course Nominations   DD: 05/28/99

The National Human Resources Management Center will be conducting
more computer skills training during July through September.
Course descriptions and scheduled dates are detailed on the
attached course description sheet. Nominations using the
attached forms are being accepted on a first-come, first-serve,
basis and are due **May 28, 1999.** Tuition costs will be paid from
the overhead budget.

Priority course dates for each student should be indicated.
Students will be notified at least one week prior to scheduled
course date. Full day courses will be from 8 a.m. - 4:30 p.m. in
the the computer training room. This room is located just East
of the UNIX training room with access from the Cartography area.
Students who are not selected for these courses will be notified
directly. If totals allow, additional courses will be formed and
students will be notified directly.

Employees must notify the appropriate training coordinator listed
below when legitimate conflicts preclude their attendance.
Training Coordinators should immediately check to see if there
are any other employees on their waiting list for that particular
class. If there is, they should notify that individual and the
appropriate supervisor to determine their availability to attend.
If there are no alternates available the Training Coordinator
should notify this office. Supervisors should make every effort
to ensure that their employees attend the courses they are
registered for. If the computer training is not a priority, and
there is some doubt whether the person can attend, the nomination
should not be made.

Students in Word Perfect III, Access III-IV, Project '98 Managing a Project, and Excel III should have attended the preliminary courses. They should also be using, or expected to use this type of software in their job.

In order to plan for future courses please indicate on the registration sheet the number of additional students from your organization who will need these courses at a future date. Also, indicate any other software training needs your organization has.

Nominations should be submitted on the attached forms to the appropriate designated training coordinator, by COB **Friday, May 28, 1999.** Training coordinators are as follows: RS - Rheda Dodd (6-6454), HR - Darlene Robitaille (6-6503), BC - Lynda Pierce (6-8857), NI - Phyllis Beierle (6-6640), and NPIT through the Director or his delegated Training Coordinator.

If you have any questions please contact Jerry Jones at 236-6690, or Jane Haddock at 236-6701.

Signed   Authenticated
Linda D. Sedbrook   Jillian Carlock
Director   Staff Assistant

2 Attachments
    1 - Course Descriptions (3 pp)
    2 - Computer Course Registration Forms (3 pp)

<u>Distribution</u>
HR-200
NI-101
RS-150A, BLM Library

COURSE DESCRIPTIONS

All courses are 1-day unless otherwise indicated. All classes assume basic Windows experience. Students should have access to the selected software at their work area or make special arrangements with the training officer before attending.

WORDPERFECT I

The level I course is designed for the beginner with no previous WordPerfect experience or for the person upgrading from a DOS version of WordPerfect into a windows version. The student will learn how to create, save, edit, format and print basic documents using the new windows pull-down menus and buttons. Level I is scheduled for July 19, 1999.

WORDPERFECT II

The level II course will take the user through skills such as customizing the toolbars, and using tables, columns, style sheets, graphics, and templates. Level II courses are scheduled for August 2, and August 17, 1999.

WORDPERFECT III

This course covers some of the advanced WordPerfect features including creating macros, performing merges, sorting, and creating master documents. Level III courses are scheduled for August 24, and September 21, 1999.

EXCEL I

This basic course introduces the Excel spreadsheet tool and provides skills to design a basic spreadsheet. Excel I courses are scheduled for July 16, and August 16, 1999.

EXCEL II

This class is intended for those who have a beginning knowledge of Excel or have completed the Excel I course. This session will cover two main areas; 1) learning intermediate spreadsheet techniques including additional formulas, customizing Excel, functions and linkings, 2) using Excel's graphic features to create and enhance charts. Excel II courses are scheduled for August 20, and August 23, 1999.

EXCEL III

This advanced level is for the experienced spreadsheet user. Topics include how to create and use templates and macros; how to use absolute references, if statements and the audit features. Also included is how to use Excel as a database in order to sort, search, subtotal, and filter large lists of data. Excel III courses are scheduled for September 17, and September 23,1999.

ACCESS I-II

This 2-day course covers how to design and create a database. They will enter, edit and delete sample records, and make reports. The course demonstrates how to extract data using queries, create indexes, reports, mailing labels and the export features of Access. Additional time is devoted to the design and modification of multiple databases and creating custom input screens. Access I-II courses are scheduled for July 22-23, and August 18-19, 1999.

ACCESS III-IV

This two day course will cover more advanced ways to effectively work with queries, forms and reports in Access 2.0. Students will learn to create: parameter and action queries, multi-table queries, grouped reports, mailing labels and other techniques not covered in basic course. Access III-IV will be taught on August 30-31, and September 15-16, 1999.

FRONT PAGE

In this class you will learn Front Page basics to design, create, edit, save and publish a web site. You will work with Front Page Explorer and Editor and find out how to add text graphics to web pages. You will also learn web site design tips and see how to enhance you web pages with themes and customization. This class will be held August 4-5, 1999.

POWERPOINT I

Students will learn the basic skills necessary to begin effectively creating presentations in PowerPoint 97. Students will learn to start the PowerPoint program, identify on-screen features, and navigate through a presentation. They will create and edit bullet slides, use PowerPoints drawing tools to create a slide, and incorporate clip art objects in a slide. Courses will be held on August 3, August 12, and September 9, 1999.

MICROSOFT PROJECT 98
Creating a Project:

Students will learn to identify the steps involved in project planning and will become familiar with project management. They will build project work breakdown stations, staff projects using calenders, and format gant charts. A Microsoft Project 98 course will be held on August 25, 1999.

MICROSOFT PROJECT 98
MANAGING A PROJECT:

Students will learn how to use Microsoft Project 98 to manage a project plan after the project has begun. Students will learn how to create a baseline plan, track an active project, manage future tasks, work with resource scheduling, consolidate projects, work with dat in other applications, create, edit and add hyperlinks to HTML files, modify the Microsoft Project environment. This class will be held on September 14, 1999.

INTERMEDIATE LOTUS NOTES: USING THE CALENDAR

Students will learn how to use the Calendar module of the Lotus Notes Program. Topics include; Viewing and Navigating in the Calendar, creating Calendar entries, setting up and responding to meeting invitations, working with the TODO list module, managing the Calendar (print, security, profiles). This class will be held July 30, and August 9, 1999.

COMPUTER COURSE REGISTRATION FORM

EMPLOYEE NAME	ORG CODE	EXCEL I DATES: July 16 Aug. 16	EXCEL II DATES: Aug. 20 Aug. 23	EXCEL III DATES: Sept. 17 Sept. 23	ACCESS I-II DATES: July 22-23 Aug. 18-19	ACCESS III-IV DATES: Aug. 30-31 Sept. 15-16
		1ST: 2ND:				
		1ST: 2ND:				
		1ST: 2ND:				
		1ST: 2ND:				
		1ST: 2ND:				
		1ST: 2ND:				
		1ST: 2ND:				
		1ST: 2ND:				

PLEASE ENTER THE NUMBER OF ADDITIONAL STUDENTS FOR FUTURE OFFERINGS OF:

_____ EXCEL I _____ EXCEL II _____ EXCEL III

_____ ACCESS I-II _____ ACCESS III-IV _____

OTHER SOFTWARE TRAINING NEEDS INCLUDE:

_____   _____
SUPERVISOR'S SIGNATURE   DATE

Attachment 2-1

COMPUTER COURSE REGISTRATION FORM

EMPLOYEE NAME	ORG CODE	Front Page Date: Aug. 4-5	LOTUS NOTES CALENDAR DATES: JULY 30 AUG. 9	PROJECT '98 (CREATING) DATE: AUG. 25	PROJECT '98 (MANAGING) DATE: SEPT. 14

		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			

PLEASE ENTER THE NUMBER OF ADDITIONAL STUDENTS FOR FUTURE OFFERINGS OF:

_____ Front Page _____Lotus Notes _____Project '98 (1) _____Project '98 (2)

_____   _____
SUPERVISOR'S SIGNATURE   DATE

Attachment 2-2

COMPUTER COURSE REGISTRATION FORM

EMPLOYEE NAME	ORG CODE	WordPerfect 1 Date: JULY 19	WordPerfect II Dates: AUG. 2, AUG. 17	WordPerfect III Dates: AUG. 24 SEPT. 21	POWERPOINT Dates: AUG. 3, AUG. 12 SEPT. 9
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			
		1ST: 2ND: 3RD:			

PLEASE ENTER THE NUMBER OF ADDITIONAL STUDENTS FOR FUTURE OFFERINGS OF:

_____ WordPerfect I   _____ WordPerfect II   _____ WordPerfect III

_____ PowetPoint

_____   _____
SUPERVISOR'S SIGNATURE   DATE

Attachment 2-3